

S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070052-3

REPORTS INVENTORY

CONTROL NO.

020

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

Report of Activities

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

☒ SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

Dispatch

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Director of Security

10. PREPARING COMPONENT (include lowest level contributing information to report)

Security Officer,

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-13	\$8.06	8		\$64.48	4		\$257.92
GS-05	3.15	4		12.60	4		50.40
							<u>\$308.32</u>

B. COSTS OF COMPUTER PRODUCED REPORTS

N/A/					
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TOTAL COSTS PER YEAR

\$308.32

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To keep the Director of Security apprised of the activities of Security Careerists detailed to serve as security officers at overseas facilities. This reporting began in 1957 on a monthly basis and was recycled to a quarterly basis in November 1968.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐ OTHER (explain)

☐

CHANGE

☐

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

0

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

2 October 1970

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SA/DD/PTOS/OS

FORM 142

SECRET

(22-36-43)